



LOS ANGELES COUNTY COMMISSION ON HIV

3530 Wilshire Boulevard, Suite 1140 • Los Angeles, CA 90010 • TEL (213) 738-2816 • FAX (213) 637-4748

www.hivcommission-la.info

EXECUTIVE COMMITTEE MEETING MINUTES

August 25, 2014

Approved
4/27/2015

MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	COMM STAFF/ CONSULTANTS
Ricky Rosales, Co-Chair	Michael Johnson, Esq, <i>Co-Chair</i> / Kevin Donnelly	Miki Jackson	Jane Nachazel
Aaron Fox, MPM		Michael Pitkin	James Stewart
Grissel Granados, MSW	Al Ballesteros, MBA/José Munoz		Craig Vincent-Jones, MHA
Joseph Green	Mario Pérez, MPH		
AJ King, MPH	Terry Smith, MPA/Gambit Geniess		
Bradley Land	Fariba Younai, DDS		DHSP STAFF
Ted Liso/Douglas Lantis, MBA	Richard Zaldivar		None
Jill Rotenberg			

CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Executive Committee Meeting Agenda, 8/25/2014
- 2) **Table:** Commission FY 2014-2015 Operational Budget, 8/25/2014
- 3) **Table:** Upcoming Priorities, Planning and Allocations Committee Agendas (July - August 2014), 8/25/2014
- 4) **Table:** Planning, Priorities & Allocations (PP&A Comm) Committee, FY 2014 Work Plan, 8/25/2014

1. **CALL TO ORDER:** Mr. Rosales called the meeting to order at 2:02 pm.

2. **APPROVAL OF AGENDA:**

MOTION #1: Approve Agenda Order with Annual Meeting as Item 7.B. and Item 8 moved after Item 10 (**Passed by Consensus**).

3. **APPROVAL OF MEETING MINUTES:** This item was postponed.

4. **PUBLIC COMMENT (Non-Agendized or Follow-Up):** There were no comments.

5. **COMMITTEE COMMENT (Non-Agendized or Follow-Up):** There were no comments.

6. **DIVISION OF HIV/STD PROGRAMS (DHSP) REPORT:** This item was postponed.

7. **CO-CHAIRS' REPORT:**

A. **Work Load Prioritization:** Mr. Rosales urged Co-Chairs to be mindful of Mr. Vincent-Jones' work load to ensure he has time for priority deliverables to funders and clients. Co-Chairs may be able to complete some projects themselves.

B. **Annual Meeting:**

- Mr. Vincent-Jones reported Dawn McClendon is polling for a date. Due to significant Commission business, the September colloquium was cancelled. A combined annual/business meeting was an option.
- Mr. Rosales urged a separate Annual Meeting for planning. Mr. Vincent-Jones noted an HIV Free Generation was the chosen topic. The Comprehensive HIV Planning (CHP) Task Force has built it into their work plan which is oriented to developing the Annual Report to the Board in December 2014. An October Annual Meeting would help prepare.
- Mr. Land felt the Annual Meeting serves dual purposes. It supports the work plan, but focuses on overarching work.

Executive Committee Meeting Minutes

August 25, 2014

Page 2 of 4

- Mr. Fox noted not all are starting from the same place in considering the topic. Mr. King felt the Commission's role was to identify a path and partners for the work with a focus on internal discussion, not outside speakers.
- There was consensus to begin with general discussion including the history of the HIV epidemic, definition of what an HIV Free Generation is and the Commission's role in achieving it. That will be followed by small discussion groups.
- Mr. Vincent-Jones noted the CHP Task Force evolved from solely working on the CHP to developing broader community input. They felt it would be useful to review New York's commitment to end AIDS and sexism, the contract principles discussion from the International AIDS Conference, a new format for comprehensive planning that other planning councils can utilize including steps such as utilization of individualized treatment cascades and identifying key targets.
- ➡ Mr. Fox will follow-up with the USC One Archive on HIV epidemic posters from the epidemic's beginning to the present.
- ➡ Mr. Vincent-Jones will distribute the CHP Task Force's full suggestion list for review at the next meeting.
- ➡ Ms. McClendon will poll Commission members for an Annual Meeting date on one of the last two Thursdays in October 2014. There will be a Commission business meeting on 10/9/2014.

8. EXECUTIVE DIRECTOR'S REPORT:

- Mr. Vincent-Jones identified the following current priorities: 1. current application deliverables - the Letter of Assurance will be submitted 8/26/2014 and sections of two applications will be submitted latter that next week; 2. plan of action - primarily being completed by Ms. McClendon; 4. integrating service definitions (SBP); 5. HOPWA deliverables due in September; 6. revised FY 2014 allocations (PP&A); 5. public health emergency strategy (Public Policy); 8. Transgender Conference (Transgender Caucus); 9. patient composites (PP&A).
- Executive can provide helpful input on prioritization since all Committees are represented. All Commission work is valuable, but most does not have funder deadlines so each Committee advocates for its own projects.
- Ms. Jackson suggested all Commission and Committee work requests go through Executive to better manage work flow. Mr. Vincent-Jones added consistency is also important as decisions tend to change over time.
- Mr. Fox felt more staff with content knowledge would facilitate projects. Mr. Vincent-Jones agreed, but the Commission is restricted to hiring within the County system and people experienced in this content are generally not on County lists. Mr. Land suggested some experienced Commission members could assist.

A. Commission FY 2014-2015 Operational Budget:

- Mr. Vincent-Jones noted Executive agreed several months ago that it would approve the budget which is its responsibility. Once approved, it will be presented to the Commission for informational purposes.
- The Commission has never participated in the County's formal budgeting process because funding has come from the Ryan White (RW) grant which the Department of Public Health (DPH) manages. The Commission agreef on an amount of funding with DPH which was paid via a Departmental Service Order (DSO). The Executive Office provides monthly expenditure reports which ensure Commission expenditures are on target.
- For the last three years, the Commission has underspent its budget primarily due to the time needed for County processes to meet needs, e.g., a Purchase Order (PO) must be approved in order to hire a consultant.
- In the past, the Commission's budget came directly from the RW grant. HRSA allows 10% for the administrative portion of the grant and the planning council was a portion of that. The CDC, on the other hand, does not specify such funds. DHSP previously provided staffing for the Prevention Planning Council, but costs were part of overall staffing costs.
- Further, the Commission had used the RW FY of March 1st-February 28th, but now has funding from RW, the CDC and HOPWA, all with different FYs. It chose to transition to the County FY, July 1st-June 30th, but that created an overlap.
- The Commission has had a budget every year, the RW operational budget which is included in the application. The previous budget was used since changes could not be assessed by the April deadline and the award had not yet been received leaving income uncertain. Meanwhile, expenditures had not changed significantly. Changes will be addressed in the County's supplemental budgeting process which has a September deadline.
- Going forward, it will be necessary to negotiate with DHSP each year for a funding amount. Negotiations began the prior week. Previous funding was from RW administration funds and Net County Cost (NCC), equalized with DHSP, to funds expenses disallowed by RW, e.g., policy, advocacy and out of town travel. In addition, the Commission now has funding from the CDC, HOPWA and RW service funds for information referral which is expected to start 7/1/2014.
- Some figures are still coming in, but table totals are expected to be close to actuals. The budget is not broken out by Committee though some expected staff additions will work more heavily in certain areas, e.g., the epidemiologist now being hired to liaison with HIV Epidemiology on the Los Angeles Coordinated HIV Needs Assessment (LACHNA) will also address research and evaluation overall which will assist the Commission in addressing its new responsibilities.

Executive Committee Meeting Minutes

August 25, 2014

Page 3 of 4

- Mr. Land asked how new staffing would assist Mr. Vincent-Jones in administrative functions. Mr. Vincent-Jones replied Ms. McClendon had already assumed many of those functions while new staff would assume some of her functions.
- Mr. Fox suggested identifying which source funded which expenses to better maximize funds. Mr. Vincent-Jones replied DHSP will likely be the final arbiter of which source funds which costs especially as the CDC does not have the same funding requirements as HRSA does. Information referral is a discrete funding source so costs can be identified.
- Mr. Rosales asked about completion of the Standards of Care. Mr. Vincent-Jones replied the prior consultants, Kathleen Clannon and Phil Meyer, have both taken on more responsibilities and may not be available for future work. Publication of the current set is pending final graphic design and copy editing. POs were available for that work.
- ② Mr. Vincent-Jones will provide a more detailed budget at the next Executive meeting.

B. Commission 2014 Work Plan Status:

- Mr. Vincent-Jones reported the PP&A Work Plan was done first due to ongoing work. Other Committee and Caucus work plans are all also close to final and should be completed with their next meetings.
 - Lists of upcoming meeting agenda topics, like that developed for PP&A, will also facilitate each Committee's planning.
 - He has received feedback that Commission members do not see the relation of their work to overall Committee or Commission goals and, consequently, do not feel invested in the work. The combination of work plans and advance agenda information should address many of those concerns. Work plans did share knowledge and improve efficiency prior to unification, but were set aside due to work involved in the unification process.
 - ② Committee work plans will be finalized in each Committee and be presented at the Commission with bolded topic lines only. The presentation will inform Commission members that those wishing more detail can request the full plans.
- 1) **Executive Committee Work Plan:** This plan is done last because other plans roll up into it.
 - 2) **Plan of Action for Staffing Shortage/Inefficiencies:** There was no additional discussion.
 - 3) **Draft Committee Work Plan:** There was no additional discussion.

9. STANDING COMMITTEE REPORTS:

A. Operations Committee:

Operations discussed the definition of consumer, a major Consumer Caucus topic. The Caucus will open meetings to all who self-identify as HIV consumers for the next six months which will help inform Operations work.

1) Renewal Membership Plan for 2014:

- Mr. King noted the renewal application was done and will be distributed 8/27/2014. Roughly half of Commission member terms have expired. There were also some five new applications. Submission deadline was 9/19/2014.
- Interviews will be held for competitive seats. Interviews were scheduled for the weeks of October 6th and 13th.
- Operations developed exit interview questions for anyone who has left the Commission since unification. The request to participate in an exit interview will accompany renewal applications for those choosing not to renew.

B. Planning, Priorities and Allocations (PP&A) Committee:

- Mr. Land reported PP&A's LACHNA Work Group was developing the format for the next prevention and care LACHNA.
- Emily Gantz McKay is also completing her report on unmet need which will feed into the next LACHNA.

1) Revised FY 2014/FY 2015 RW Allocations:

- Mr. Land reported the revised allocations reflect \$2-5 million in underspending. He and Mr. Ballesteros agree that PP&A need to better understand other resources and investments to determine how to best maximize funds.
- PP&A will be developing recommendations, e.g., one possibility was to increase Oral Health service hours.
- Mr. Land emphasized the review will require significant support from Mr. Vincent-Jones. He will also need to work with Dave Young to finalize final allocation percentages to reflect changes already made. This was priority work.

2) Core Medical Services Waiver Threshold:

- DHSP has not yet presented its recommendations, but applying for the FY 2015 waiver will allow flexibility as Ambulatory Outpatient Medical (AOM) patients continue to decline due to migration consequent to ACA.
- HRSA requires a minimum 75% of funding must be expended on core medical services. Currently, the County expends approximately 85% on core medical services, but that was expected to decline.
- Eventually it will become prudent to be able to expend more than 25% of funds on support services. HRSA previously required jurisdictions to request a waiver with the application, justify its need and implement it if granted. Now the request can be approved and jurisdictions have the option to use it if needed.
- The Executive Committee is empowered to act on behalf of the Commission and the decision can be ratified at the next Commission meeting. That will allow the request to be approved in time to submit with the application.
- Attendees reported their conflicts of interest though applying for the waiver was prospective.

Executive Committee Meeting Minutes

August 25, 2014

Page 4 of 4

- ⌚ Refer Conflicts-Of-Interest Policy/Procedure to Operations for review pertaining to prospective actions such as the waiver request and, if needed, whether conflicts need to be stated before discussion starts..
- ⌚ The next Commission agenda is likely to include several PP&A items including a motion to ratify the waiver request and possibly motions and/or presentations on spending recommendations.

MOTION #2: Recommend that the Grantee request a Ryan White Part A core medical service waiver from Health Services Resources Administration (HRSA) for RW FY 2015 (March 2015-February 2016) (**Passed: Ayes**, Fox, Granados, Green, King, Land, Liso, Rosales, Rotenberg; **Opposed**, None; **Abstention**, None).

C. Public Policy Committee:

- Mr. Fox said the next meeting will focus on response to the Commission motion directing Public Policy to develop a strategy to support timely implementation of all prevention interventions regardless of current DHSP contracts.
- Public Policy may consider a motion on Proposition 45 which would require the Insurance Commissioner to approve individual and small group policy rate changes. The planned Commission insurance panel was delayed due to other pressing work, however, so consideration of Proposition 45 may also be postponed.
- Messrs. Smith, Rosales and Zaldivar formed a work group to address increased legal fees of \$1.8 million slated to be paid with NCC funds. Their recommendation was to request the Board allocate separate, off-setting funds to pay costs of any pending litigation with funds that would otherwise support programming.
- Mr. Vincent-Jones said this was a very sensitive topic which is not always best addressed solely in a Committee setting. There were competing approaches and several different aspects of the question. It was important to address how to discuss the issue prior to discussing strategy, messaging and content. Mr. Fox confirmed discussions were continuing.

D. Standards and Best Practices (SBP) Committee:

- Ms. Granados reported the next meeting will focus on completion of the work plan.
- She, Dahlia Ferlito and Kimler Gutierrez also sought feedback on their work in developing service definitions.
- ⌚ Mr. Vincent-Jones will review service definition work and report back to the Committee

10. CAUCUS REPORTS:

- As noted earlier, Mr. Liso reported the Consumer Caucus will open meetings to all self-identified HIV consumers for six months to inform defining "consumer" to address both those who are HIV+ and HIV-. Mr. Land added meetings will add an introduction describing meetings as, not support groups, but designed to provide a safe space to explore how the system serves consumers, e.g., in obtaining services, challenges, barriers and how the system might improve.
- Sabel Samone-Loreca has been nominated as Co-Chair. Mr. Land planned to transition out of the position after seven years.
- Mr. Vincent-Jones reported the Transgender Caucus was planning a conference, possibly in November 2014. There will be separate tracks for providers and consumers. A colloquium was planned to precede it, but scheduling has been an issue.
- The small caucus of some four people is very active. It has partnered with others so approximately 16 people participate.
- Ms. Granados reported she and Jason Tran were planning an update on the Youth Caucus for the next Commission.
- To date, discussions are identifying other potential participants and strategy development especially regarding how CDC changes have impacted youth group leadership and outreach.

11. NEXT STEPS:

- The 9/18/2014 Commission meeting will not have a colloquia. It will have two presentations from PP&A as discussed, a Service Utilization Report from DHSP and possibly a conflict of interest training.
- ⌚ The next Executive meeting will include a more detailed budget, conversation on the Annual Meeting including a CHP Task Force report and initiation of the monthly priorities list from Mr. Vincent-Jones.

12. ANNOUNCEMENTS:

Mr. King announced a Latino PEP/PrEP Summit at the California Endowment on 8/29/2014 and a Transgender PEP/PrEP Summit at the Village on 9/25/2014.

14. ADJOURNMENT:

The meeting adjourned at 4:02 pm.